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AUTHOR Keroack, Ann
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ABSTRACT

This library learning package designed for students at New Hampshire Vocational Technical College introduces freshmen to the use of a small college library. Covering eight specific objectives, this self-instructional unit takes two class sessions to complete, and familiarizes students with the card catalog, Library of Congress classification system, subject headings, and location of materials on the shelves. A self test to be corrected by the librarian is included. (KP)

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A BASIC BEHAVIORAL OBJECTIVES LIBRARY PACKAGE

Ann Keroack
Librarian

N. H. Vocational Technical College
Berlin, N. H. 03570

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ABSTRACT

This paper discusses a solution to the problem of orienting freshmen in the use of a small college library. It introduces them to the Library of Congress classification system. It also involves the English Dept., thus solving one of their problems of getting the students to learn about the library.

March 1977

IR004615

Ann Keroack

A BASIC BEHAVIORAL OBJECTIVES LIBRARY PACKAGE

Every autumn college librarians face a new mass of students who may know everything or nothing about a library, depending on their high school facilities, ability of the high school librarian, or their desire to know.

The freshmen are not familiar with the Library of Congress classification system, which most colleges use, since high schools embrace the Dewey Decimal System of classifying books.

We have such a cross-section of students at our Voc-Tech College, that a large percentage of them have no idea why we even have a card catalog in the library, much less what the information on the cards is supposed to tell them. We have to start at the beginning and try to introduce them to the facts they must have to intelligently use the library. This usually has to be attempted in a 50-minute orientation session.

We used to do the following:

1. Present an Outline of the Library of Congress Classification system, very generally, from A (General Works) to Z (Bibliography). Five minutes later the students had forgotten the whole presentation. The orientation was given during the first week of school and everyone was too excited to retain much of what happened.
2. Explain the catalog card. We used to pass out cards in a set of 3 - one for author, title, and subject heading, and explain them. This required too much time, so the next step was to show a transparency with an overhead projector. The transparency showed the central part of the card, and overlays added the call number,

subject heading, title, and other things of which they should be aware. The demonstration was digested only if the class went to the catalog immediately and tried to use the information.

3. Define the use of the card catalog. This involved explaining the rules of filing. Finding such titles as "101 Plots," "MacDonald's Farm," or even "An April Day" halted most of the students in their tracks, since they didn't understand the filing rules.

   Most don't understand they can look up a book by its title, author, and often by a subject heading. In fact many do not comprehend the purpose of a card catalog. So time was spent explaining that a book can be located by looking up the author's last name, or by the exact title (ignoring A, An, and The at the beginning of the title), or by the subject which is often written in capitals at the top of the card.

4. Explain what a subject heading is. If they looked for the subject CARS in the catalog and didn't find the word, they gave up - but we tried to have them pursue their goal by looking for CARS in "Sears List of Subject Headings" or the "Library of Congress Subject Headings" book, where they could see that AUTOMOBILES was the common subject heading they should be looking for.

5. Find the book in the stacks.....the most important step, of course! Many of the uninitiated looked horizontally along the shelves, rather than up and down each section of shelves and swore the book wasn't there. Previously we taught how books were shelved by placing 20 or so books on a book cart and had two students work

together putting them in order by call number. We hoped this would give a clue of how the books could be located. Anything different about the call number, such as Ref (reference), c.1 (copy 1) or V.1 (volume 1), etc. confused them.

All the foregoing information was squeezed into one 50-minute period the first week school opened and forgotten as quickly. It was a difficult situation and a nightmare to live through. Students asked questions all year and needed help often, indicating that the lecture was almost a total failure.

In complete desperation the attached library package, "How to Find a Book in Our Library" was written. The cooperation of the English Department was sought to make the package an assignment in English class (since everyone has to take English). The instructors were pleased and relieved. They felt they should cover library procedures with the students, but had never done it. The package takes about two 50-minute periods to complete. It is returned to the library for correction, then given to the English teachers to be discussed with the students.

The library package is self-explanatory and easily understood. There were few questions from the students while they were completing it.....and greatest of all.....they were very self-sufficient when they came into the library the rest of the year, felt at ease, and were capable of helping themselves.

The package follows:

RFD #1, Berlin, NH
03570

Written by: Ann Keroack

HOW TO FIND A BOOK IN OUR LIBRARY

There are many reasons why you may want to locate a book in the library. You may need books:

1. For a research paper
2. To further your knowledge in a particular area
3. To obtain answers not apparent in your textbook
4. To get a different author's opinion and views
5. To learn a sport or a skill
6. For pure reading pleasure

Our library uses the Library of Congress classification system of cataloging books. (High schools use the Dewey Decimal system.)

This package will explain how to go about finding a book by:

a. Author
b. Title
c. Subject

TURN TO THE NEXT PAGE FOR FURTHER INFORMATION

OBJECTIVES

To successfully complete this learning package, you must know or be able to do the following:

1. Given the term "card catalog" you should be able to explain what its purpose is and where it is located in our library.

2. You should be able to explain the rules for filing cards in the catalog, so you will be able to look up a book in the catalog correctly.

3. You should be able to identify or explain the different parts of a catalog card.

4. Given an author card, a title card, and a subject heading card, you should be able to explain the difference between them.

5. You should be able to use the Subject Heading book to get the correct headings under which subjects are listed in the card catalog.

6. You should be able to list the proper classification letter for books in different subject areas from the Library of Congress classification list.

7. You should be able to write down a "call number" from the card catalog, thus enabling you to locate the books on the shelves.

8. Given a book title, an author, and a subject heading, you should be able to find a book for each, using the card catalog.

OPTION: If you feel you can meet the above objectives at this time, turn to Page 3 and take the SELF-TEST.

OPTION: If you feel you cannot meet the above objectives at this time, complete the approaches on Pages 5A-5E for the objectives you cannot meet.

SELF-TEST

Ques. 1: Where is the card catalog located in our library and what is its purpose?

Ques. 2: Having the list of 10 catalog cards below, number them in correct alphabetical order:

Stumpf, Samuel Enock
Weight Control Through Yoga
THOUGHT AND THINKING
Ruchlis, Hyman
Clear Thinking
LOGIC
The Manifold and the One
An Older Statesman
COOKERY
Stumpf, Sam

Ques. 3: Circle 5 parts of the catalog card shown below and name the parts you have circled.

CRIMINAL LAW--U.S.

KF
9219.3
.I52

Inbau, Fred Edward.
Criminal law for the layman; a guide for citizen and student [by] Fred E. Inbau [and] Marvin E. Aspen. [1st ed.] Philadelphia, Chilton Book Co. [1970].

xvi, 100 p. 21 cm. (Inbau law enforcement series)

1. Criminal law—U. S.—Compends. 2. Criminal procedure—U. S.—Compends. I. Aspen, Marvin E., 1934- joint author. II. Title.

KF9219.3.I52 343'.0073 72-128868
ISBN 0-8019-5508-X MARC
Library of Congress 70 [50-2]

Ques. 4: How do the Title and Subject Heading cards differ from the Author card?

SELF-TEST (Cont'd):

Ques. 5: Find the proper subject headings in the "Sears List of Subject Headings" book for the words below:

1. Cooking _____
2. Organization and Management _____
3. Legal Profession _____

Ques. 6: What Library of Congress letter would be used for a book in:

Law ____
Science _____
Medicine _____

Ques. 7: Find the call number for two different books in the card catalog and locate the books on the shelves. Write the call numbers below.

Ques. 8: Using the card catalog, demonstrate your competency by finding three books. First - Law Every Nurse Should Know
Second - one book by the author Robert Frank Mager
Third - one book under the subject heading MANAGEMENT

List the three call numbers below. List the titles of the books for the second and third books.

The corrected test will be returned to you to keep for future information.

APPROACHES

Hi! Welcome to the Voc-Tech Library. We want you to be happy here and not get frustrated. So———we want you to be able to find a book whenever you come in looking for something special.

#1. In order to do this, the first thing you should know is that a Card Catalog is a series of drawers in which cards are filed for all the books in the library. There is a card for each book by the title of the book, by the author of the book, and by the subject the book is written about. Ex.: for cooking the subject heading is COOKERY. The card catalog in our library is located beside the counter.

If you feel this is enough to know about a card catalog, then go on to #2.

If you would like to know more about the card catalog, you will find some interesting information on Pages 50, 51 & 52 of "Guide to the Use of Books and Libraries" by Jean K. Gates. Ask at the counter for the book and it will be gladly loaned to you. On page 52 the different kinds of catalogs are described. Ours is a "dictionary" catalog. It is not necessary to read the section on cross references on page 51.

#2. OK - now you know what a card catalog is! How do you look up a book? You have to know some of the rules we use to file the cards or you'll have a hard time finding a card — or you may even think we don't have the book. Six of the common rules we follow are shown on Page 6. If you can follow these in looking up a book, you will be pretty successful in finding what you want. Just for practice, look up "30 Days to a More Powerful Vocabulary" and see if you can find the card. If you find it easily and feel you know enough about rules, go on to #3.

If you'd like to see more examples of basic filing rules, turn to Pages 2 to 18 of the "ALA Rules for Filing Catalog Cards" by the American Library Assoc.

APPROACHES (Cont'd):

Ask the librarian for the book. It has been saved for you. You may skip over Abbreviated Forms on Page 5. On Page 9, when they mention Elisions, they mean the omission of a letter from a word. An example would be isn't. The o is left out. You look up the word just as it is, ignoring the '. Just use isnt. Do not continue into Combining Forms on Page 17. Hope you've got a better idea now, by seeing more examples and reading more explanations. You should be great at looking up titles, etc., now. Well, if not — at least you have an idea where the problem might be. Now go on to #3.

#3. Well, what happens now that you've located the card that has your book on it? Do you know where the author's name is? Can you identify the call number? What if you want to know what year the book was published? Would you know where to find that? If you turn to Page 7 of this package you will see that all these different things are marked on the Author Card. Now you'll be able to identify at least 7 parts of the card. When you can go to the card catalog and identify the parts on a card not familiar to you, then you're ready to go on to #4. Good for you!

#4. Now you should learn that there are three types of catalog cards. What if you have only the title of a book and no author? Can you still find it? Sure! But you have to know what the title card looks like. Turn to Page 7 again and see how the title card is made. The title is written in small letters, with the important words capitalized, and is typed over the author's name. What if you want several books by one author! Can you find them? Yes, again. Look up the author's name and if the library has more than one book by the author, the cards will be together, filed alphabetically by title. If you decide you want several books on a certain subject like GRAPHIC METHODS or SOCIAL PROBLEMS

APPROACHES (Cont'd)

you can find them by looking up the subject heading. See the example of the subject heading card on Page 7. Now you'll recognize a subject heading card because the heading on the top of the card is always in CAPITALS. Do you think you can tell the difference now? Go to the card catalog and thumb through a few cards in the "A" drawer to see if you can find a title card, an author card, and a subject heading card. Terrific, huh! If you can do it, you can go on to #5.

If you'd like to know more about the different kind of entries (the way books are listed), please turn to Pages 52-58 of "Guide to the Use of Books & Libraries." These pages really explain all the different things on the card and other ways cards may be filed - by joint author, or by a company, etc. It gives more examples of cards and explains why you should know and understand the use of subject headings. If you need any fuller explanation when reading these pages, please see the librarian, who'll be very glad to help you. If you understand the information so far, that's great! Now go on to #5.

#5. By now you know what a subject heading is and what it looks like on a card. But, why do you have to know this? Well, what happens when you come to the library for a book on MOTOR CARS. This is not a title, just a subject. You look up MOTOR CARS and nothing is there. Aren't there any books on this subject? Sure there are! Take the Subject Heading book and look up MOTOR CARS. This will tell you the proper heading is AUTOMOBILES. If you look up AUTOMOBILES you will find many books listed. You can see if we filed some under MOTOR CARS, some under AUTOMOBILES, some under CARS, you would be looking in many different places and you might not even think of the same subject heading the librarian had thought of for the same book. Look these three headings up in "Sears List of Subject Headings" so you can see how they are listed. It

APPROACHES (Cont'd)

makes things easier, huh? The book is kept on top of the card catalog. If you are satisfied that you can do this, you may go on to #6.

#6. Now we come to the time when we have to know how to find the book on the shelf. To be able to accomplish this, you should know that for the system we use (Library of Congress classification system), the first letters in the call number denote a subject. Take K for instance. That denotes a law book of some sort. So if the letters are KF, it is a business law book. For science the letter is Q. QA happens to be math. For medicine the letter is R. Psychology in nursing would be RC. These don't have to be memorized, but you should realize that they do have a meaning. A very abbreviated list is shown on Page 8. Go over this and see what letter Language would be under. If this is all you want to know for now about the L/C (Library of Congress) classification, go on to #7. You're getting there.

If you'd like to know more about the system, see the 21-page pamphlet called "Outline of the Lib. of Congress Classification" which is kept on top of the card catalog. If you will turn to the 'Q' section on Page 14 of the pamphlet you will see that QA is Mathematics, QB is Astronomy, QC is Physics and under each of these topics there are numbers listed. QA is Computer Science. Thus you can begin to see that books in different areas all have special numbers. Look up the subject heading PHYSICS in the card catalog and notice the call numbers on several cards. Is it all getting a little clearer? You may go on to #7 now.

#7. Well, you've almost reached your goal. Next we have to know what a 'call number' is. You understand part of it from #6. The call number is the number on the back of the book and on the catalog card. It is made up of at least three rows of letters and numbers, such as: QA / 76 / .H57 . The QA-76 is computer

APPROACHES (Cont'd)

science, as you know. The .H57 is derived from the author's last name Hoernes. You don't have to know how it is derived, just the fact that it is the initial of the autnor's last name with a number added to it. The books are filed on the shelves by alphabet. The QA books come before the QC books, and RM before TL, etc. Sometimes there will be REF over the QC. This means the book is a reference book and is located in a special place, where all the reference books are. Sometimes there is a V.2 or c.2 under the author number. This means Volume 2 or copy 2. There may be 25 volumes to a set. We may have 6 copies of a certain book. Now you can turn to Page 7 and identify the call number on the Title Card. Now go to the library shelves and look at the numbers on books in the TL section. Now see if you can also find the HF section. Getting the idea! It's not hard. OK, if you're ready for the ultimate goal, you should be able to complete the next step which is #8.

#8. Turn to Ques. 8 of the SELF-TEST and see if you can do it. If you can, you have learned enough to help you find a book in the library.

If you cannot, go through the SELF-TEST again. When you come to a question you can't answer, turn to the approach in this section (5A to 5E) to see if you can find the answer. If you can't, then ask the librarian for help.

If anything new comes up when you are using the library later on, please ask the librarian for help. The librarian is anxious to help you.

RULES

WHEN LOOKING UP BOOKS IN THE CARD CATALOG:

1. Disregard A, An and The at the beginning of a title

   An April Day
   The Man of His Time
   A Man of the Age

2. Regard A, An and The within a title as regular words

   State and Church
   Wood for a Fire
   Work for the Girl

3. Spell out abbreviations (Except for Mrs.)

   St. is Saint (or street)
   Dr. is Doctor
   Mr. is Mister
   N. H. is New Hampshire
   Gt. Brit. is Great Britain
   U. S. is United States

4. Names beginning with MAC and MC are filed together as though they were all spelled MAC

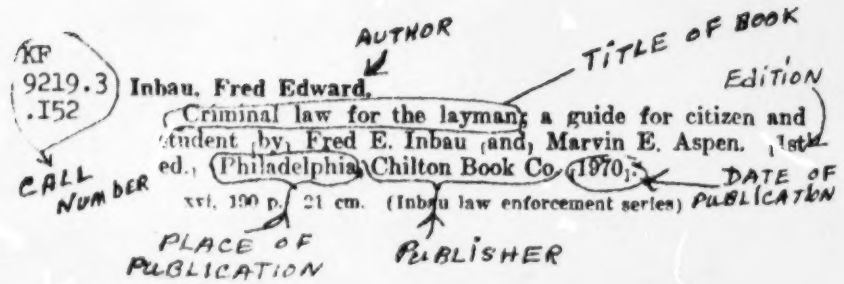
   McDonald, Amos
   MacDonald, George
   McDougal, Fred
   MacDougal, May

5. Ignore punctuation and dashes in a title

   Isn't it great!
   Who's who
   Oh——why?

6. Spell out signs and symbols

   $$$ and sense is Dollars and sense
   & is and
   2 is two
   $20 a week is Twenty dollars a week
   101 Ways is One hundred and one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Author Card

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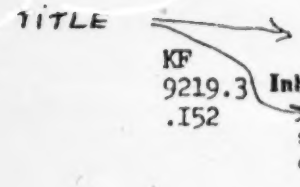
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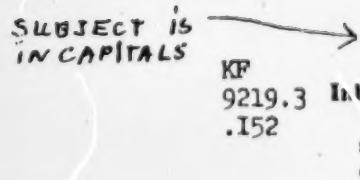
SUBJECT IS IN CAPITALS
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Very Brief Outline of Library of Congress Classification

Letter	Subject
A	General Works (encyclopedias, almanacs and many books that would be on the reference shelves)
B	Philosophy - Religion (& Psychology)
C	History - Auxiliary Sciences (Archeology, Genealogy, etc.)
D	History and Topography (except America)
E	America and United States (general)
F	United States and America (North, Central & South) (Local)
G	Geography - Anthropology
H	Social Sciences - Economics - Sociology
J	Political Science
K	Law
L	Education
M	Music
N	Fine Arts
P	Language and Literature
Q	Science (Math, Physics, Chemistry, Botany, etc.)
R	Medicine (Pediatrics, Therapeutics, Nursing, etc.)
S	Agriculture - Plant and Animal Industry (Forestry, Fisheries, Hunting, Camping)
T	Technology - (Civil, Mechanical & Electrical Engineering, Electronics, Automotive, Photography, Trades, Culinary Machine Shop)
U	Military Science
V	Naval Science
Z	Bibliography and Library Science
I, O, W, X, Y	These letters have not been used by the Library of Congress yet

REFERENCES

1. U. S. Library of Congress. Outline of the Library of Congress Classification. (2d ed. Wash., D.C., Govt. Printing Off., 1970).

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4. Jean Key Gates. Guide to the Use of Books and Libraries. (N. Y.: McGraw-Hill Co., 1962), p50-58.

5. American Library Association. ALA Rules for Filing Catalog Cards. (2d ed. Chicago, 1968), p.2-18.